



Deputy Register in Probate/Juvenile Clerk **Full-time**

The Jefferson County Probate Office provides several essential services to the Jefferson County community. The proceedings administered by the Probate Office include adoptions of adults and minors, guardianship of adults and minors, the review of accounting of guardianships, proceedings for civil commitment of mentally ill persons, and the timely transfer of a decedent's assets to those who are entitled to receive them. In addition, the Probate Office manages all children's court and juvenile court case management.

Jefferson County Probate Office is seeking a full time Deputy Register in Probate/Juvenile Clerk to join the team that is organized and attentive to detail to help maintain and manage the flow of juvenile and probate cases through the court system. In addition to maintaining professionalism and providing excellent customer, this position also will complete the following key tasks and responsibilities:

- Maintain electronic court files and records for juvenile and probate departments, including docketing paperwork, distributing copies of letters/orders, scanning papers into court record, disposing of cases, processing orders for change of venue and preparing appeal records.
- Maintain protective placement cases on an annual basis, ensuring hearings are conducted on an annual basis; obtaining Petition & Agency report from Human Services and that the report is timely, accurate, and complete; scheduling the hearing and notifying all interested parties.
- Clerk court hearings by coordinating courtroom appearances, setting up video conferences and phone appearances, taking minutes, swearing in witnesses, marking exhibits, and distributing forms and copies of orders to parties.
- Comply with the court's standing order regarding the appointment of GAL's and adversary counsel from court- approved lists and contracts. Reviews Guardian ad litem (GAL) and attorney bills, copies, distributes, and scans.
- Respond to record requests, ensuring the requestor has filed the request appropriately, determining if the request requires Judicial review/signature, and replying to the requestor appropriately.
- Variety of other responsibilities listed on the posted job description.

Starting wage is typically between \$17.23 - \$19.78/hour, depending on the level of position candidate is qualified for and the level of education and experience

Benefits: eligible for our excellent benefit package with details at the below link

https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php

Requirements:

Level I Position: High school diploma or equivalent required. One-year related experience and/or training; or equivalent combination of education and experience.

Level II Position: Associates degree or two years related experience and/or training; or equivalent combination of education and experience.

Applications review will begin **March 23, 2022**, and will be accepted until this position is filled.

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer